

Chemical Management Maintenance Closet

Maintenance closets can hold lots of cleaning chemicals. Protect yourself and others by following the steps below:

- **Store chemicals in a locked, ventilated area.** Students should not have access to maintenance areas.
- **Practice good inventory control.** Rotate stock and use products before they expire. Good inventory control means not buying more than you need.
- **Post and follow your material safety data sheets (MSDSs).** An MSDS is a comprehensive fact sheet written by chemical manufacturers and required by the Occupational Safety and Health Administration (OSHA). You should have an MSDS for each chemical in the building. An MSDS describes a chemical's physical properties, health and physical hazards, exposure limits and precautions, as well as information on proper handling, storing, and disposing. This can be obtained at the purchase location.
- **Store acids and other corrosive products in secondary plastic containers and don't use aerosols.** Aerosols usually contain large amounts of propane or other hazardous chemicals and can cause respiratory irritation.
- **Empty mop water daily.** Chemical fumes from dirty mop water can linger in your closet. Empty mop water immediately after use and hang mops upside down, over drains to dry.
- **Do not store incompatible chemicals near one another.** Information about incompatibility is available on the Material Safety Data Sheet. The most common example of what not to store near one another is bleach and ammonia; when mixed, they create poisonous chloramine gas. Before pouring down drain, make sure that it is not hazardous materials or one that can harm waste water treatment plants.
- **Keep a lid on it.** Before storing a chemical, check to see that the lid is on tightly. If a chemical has a child-resistant lid, make sure it is on properly. This reduces evaporation and chemical vapors from being released in the air.
- **Practice poison prevention.** All chemicals should be stored out of sight, preferably in a locked cabinet or away from the reach of students. Chemicals should



be properly labeled, in original containers and away from food. If you have a poison emergency, call the National Poison Center Hotline **(800) 222-1222**.

- **Use the least hazardous products available.** Minimize exposure to students and staff by purchasing "green" cleaning products and the least toxic pesticides. Mix only the amount of pesticide needed for immediate application. Do not use chemicals labeled DANGER. Never use chemicals or pesticides when students are present.
- **Dispose of chemicals properly.** Call the Indiana Department of Environmental Management's hazardous waste management branch at **(800) 451-6027 ext. 2-3292 or (317) 232-3292** for guidance in how to properly dispose of chemicals. You can also call your local household hazardous waste center or solid waste management district. Never pour chemicals down the drain or on the ground.
- **Report spills.** All chemical spills, which threaten public water supply, need to be reported to the IDEM Spill Line, as legally required by the Indiana Spill Rule. For a chemical spill of any size, call the IDEM Emergency Response line at **(888) 233-7745**. If you are in doubt as to whether or not a spill needs to be reported, call the Emergency Response line. It is better to be advised your spill is not reportable than to be in violation. For more emergency response information, visit the IDEM Web site, at www.IN.gov/idem/programs/land/er/.

Chemical Management

Groundskeeping and Pesticide Storage

Outside storage facilities can house a variety of chemicals, from oil to gasoline to pesticides. Pesticides help get rid of unwanted pests but can be harmful. Protect yourself and others by following the steps below:

- **Store hazardous liquids, such as fuel and oil, in a protected place.** These materials should be stored where weather conditions will not damage or alter them.
- **Label waste oils and waste liquids.** Liquids such as oil, gasoline, antifreeze and paints should be stored separately and should be clearly labeled for proper disposal.
- **Use pesticides sparingly.** Pesticides should only be used at times when children are not present. Avoid foggers or sprays. Instead, use crack and crevice applications, such as baits, when possible. Use proper setbacks from surface waters.
- **Store all pesticides in original containers.** Secure lids tightly.
- **Store pesticides off-site in a locked, ventilated area.** Pesticides can be harmful and should only be handled by authorized personnel. Even closed containers can release toxins into the air through volatilization. Exhaust ventilation should direct air to the outdoors. Herbicides should be stored in a separate, locked area.
- **Notify parents, staff and students of upcoming pesticide applications.** The Indiana Pesticide Review Board recommends that you provide notice to parents and employees who request that information in advance. Notify the nurse's office of any pesticide applications.
- **Post and follow your material safety data sheets (MSDSs).** An MSDS is a comprehensive fact sheet written by chemical manufacturers and required by the Occupational Safety and Health Administration (OSHA). You should have an MSDS for each chemical in the building. An MSDS describes a chemical's physical properties, health and physical hazards, exposure limits and precautions, as well as information on proper handling, storing, and disposing. This can be obtained at the purchase location.
- **Keep a lid on it.** Before storing a chemical, check to see that the lid is on tightly. If a chemical has a child-resistant lid, make sure it is on properly.



- **Practice poison prevention.** All chemicals should be stored out of sight, preferably in a locked cabinet and out of the reach of students. Chemicals should be properly labeled, in original containers and away from food. If you have a poison emergency, call the National Poison Center Hotline **(800) 222-1222**.
- **Use the least hazardous products available.** Minimize exposure to students and staff by purchasing "green" cleaning products and least toxic pesticides. Mix only the amount of pesticide needed for immediate application. Do not use chemicals labeled DANGER. Never use chemicals or pesticides when students are present.
- **Dispose of chemicals properly.** Call the Indiana Department of Environmental Management's hazardous waste management branch at **(800) 451-6027 ext. 2-3292 or (317) 232-3292**, to dispose of chemicals. You can also call your local household hazardous waste center or solid waste management district. Never pour chemicals down the drain.
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Chemical Management

Chemical Laboratory

Chemistry class is a great place for students to learn about chemicals and chemical reactions. The chemicals you use in class need to be handled and stored with caution. Protect yourself and others by following the steps below:



- **Use the least hazardous products available.** Minimize exposure to students and staff by purchasing the least-toxic chemical needed for the lab. Mix only the amounts needed for immediate application. Purchase stains and indicators as dry solids to eliminate storing many bottles. Refer to the King County, Washington Rehab the Lab program at www.govlink.org/hazwaste/schoolyouth/rehab/ for experiments that create less hazardous waste, improve lab safety, and help reduce students' exposure to hazardous chemicals.
- **Implement a purchasing policy for chemicals and chemical products.** Consider banning the purchase of high risk chemicals from the school. See the Excessive Risk Chemical List at www.govlink.org/hazwaste/publications/highrisktable.pdf.
- **Provide students with proper safety instructions.** Provide students with written and verbal instruction on how to safely handle chemicals and what to do in the event of an emergency.
- **Do not pour chemicals down the drain.** Only licensed hazardous waste professionals should dispose of chemicals. Contact your local Solid Waste Management District for disposal information and list of hazardous waste disposal days. Check out www.Recycle.IN.gov to find your local SWMD.
- **Post and follow your material safety data sheets (MSDSs).** An MSDS is a comprehensive fact sheet written by chemical manufacturers and required by the Occupational Safety and Health Administration (OSHA). You should have an MSDS for each chemical in the building. An MSDS describes a chemical's physical properties, health and physical hazards, exposure limits and precautions, as well as information on proper handling, storing, and disposing. This can be obtained at the purchase location.
- **Segregate chemicals in the storage cabinet.** Chemicals should be segregated by class in the cabinet: volatile, toxic and water sensitive chemicals, acids and flammables.
- **Keep an updated inventory of all chemicals.** Perform regular inventory checks and provide a copy of the inventory to local emergency responders, the school nurse and school administrators.
- **Label and date all chemical containers and store them in a locked closet or cabinet.** All containers should be labeled with the chemical name as stated on the Material Safety Data Sheet, the date, of acquisition, handling and hazard information. Do not allow students to access this area.
- **Keep a lid on it.** Before storing a chemical, check to see that the lid is on tightly. If a chemical container has a child-resistant lid, make sure it is on properly.
- **Practice poison prevention.** All chemicals should be stored out of sight, properly labeled, in original containers and away from food. If you have a poison emergency, call the Indiana Poison Center at (800) 382-9097.
- **Report spills.** All chemical spills, which threaten public water supply, need to be reported to the IDEM Spill Line, as legally required by the Indiana Spill Rule. For a chemical spill of any size, call the IDEM Emergency Response line at (888) 233-7745. If you are in doubt as to whether or not a spill needs to be reported, call the Emergency Response line. It is better to be advised your spill is not reportable than to be in violation. For more emergency response information, visit the IDEM Web site, at www.IN.gov/idem/programs/land/er/.

Chemical Management

Classroom Storage

Even simple items used everyday in the classroom can create air quality and safety problems. Protect yourself and others by following the steps below:

- Centralize your classroom's chemical inventory.**
 Store classroom supplies and cleaning products according to manufacturer's specifications in a locked, central location. Avoid keeping unnecessary cleaning chemicals in the classroom.
- Conduct an annual inventory of stored items.**
 Discard or donate items which haven't been used over the course of the year. Pests love clutter, so sort through it regularly. Store items in plastic containers with tight fitting lids instead of cardboard to keep roaches away. Remove personal items not used by the class: hairspray, candles, air fresheners, etc.
- Keep lids on trash containers and change trash bags often.** Trash containers should be emptied daily. Make sure to wash them out with soap and hot water regularly.
- Post and follow your material safety data sheets (MSDSs).** An MSDS is a comprehensive fact sheet written by chemical manufacturers and required by the Occupational Safety and Health Administration (OSHA). You should have an MSDS for each chemical in the building. An MSDS describes a chemical's physical properties, health and physical hazards, exposure limits and precautions, as well as information on proper handling, storing, and disposing. This can be obtained at the purchase location.
- Keep a lid on it.** Before storing a chemical, check to see that the lid is on tightly. If a chemical has a child-resistant lid, make sure it is on properly.
- Practice poison prevention.** All chemicals should be stored out of sight, preferably in a locked cabinet or away from the reach of students. Chemicals should be properly labeled, in original containers and away from food. If you have a poison emergency, call the National Poison Center Hotline (800) 222-1222.



- Use the least hazardous products available.**
 Minimize exposure to students and staff by purchasing "green" or least toxic supplies available. Only dispense the amount of supplies students can use in one classroom session and always collect unused supplies in their original containers with the lid sealed tightly.
- Dispose of chemicals properly.** Call the Indiana Department of Environmental Management's hazardous waste management branch at (800) 451-6027 ext. 2-3292 or (317) 232-3292, to dispose of chemicals. You can also call your local household hazardous waste center or solid waste management district. Never pour chemicals down the drain.
- Report spills.** All chemical spills, which threaten public water supply, need to be reported to the IDEM Spill Line, as legally required by the Indiana Spill Rule. For a chemical spill of any size, call the IDEM Emergency Response line at (888) 233-7745. If you are in doubt as to whether or not a spill needs to be reported, call the Emergency Response line. It is better to be advised your spill is not reportable than to be in violation. For more emergency response information, visit the IDEM Web site, at www.IN.gov/idem/programs/land/er/.

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Art Class

Art class is a great place to express yourself and explore your creative side. Some art supplies contain toxic substances and should be handled with care. Protect yourself and others by following the steps below:

- **Read the label.** Use age-appropriate art supplies at all times. Students in the sixth grade or below should use only non-toxic products.
- **Do not eat or drink in the art room.** Clean up any art supplies before eating to avoid accidental ingestion. Supplies can contain lead or heavy metals and should not be ingested.
- **Store supplies in a central location, away from sources of heat.** Many art supplies are flammable. Never store or use flammable supplies near a heat source.
- **Keep art supplies in original containers.** When art supplies are moved from their original containers, the valuable information on the package is lost. The U.S. Labeling of Hazardous Art Materials Act (LHAMA) requires all art materials sold in the U.S. to be evaluated by a toxicologist and labeled for chronic toxicity if necessary.
- **Post and follow your material safety data sheets (MSDSs).** An MSDS is a comprehensive fact sheet written by chemical manufacturers and required by the Occupational Safety and Health Administration (OSHA). You should have an MSDS for each chemical in the building. An MSDS describes a chemical's physical properties, health and physical hazards, exposure limits and precautions, as well as information on proper handling, storing, and disposing. This can be obtained at the purchase location.
- **Keep a lid on it.** Before storing a chemical, check to see that the lid is on tightly. If a chemical has a child-resistant lid, make sure it is on properly.
- **Practice poison prevention.** All chemicals should be stored out of sight, preferably in a locked cabinet or away from the reach of students. Chemicals should be properly labeled, in original containers and away from food. If you have a poison emergency, call the National Poison Center Hotline (800) 222-1222.
- **Use the least hazardous products available.** Minimize exposure to students and staff by purchasing "green" or least toxic supplies available. Only dispense the amount of supplies students can use in one classroom session and always collect unused supplies in their original containers with the lid sealed tightly.
- **Dispose of chemicals properly.** Call the Indiana Department of Environmental Management's hazardous waste management branch at (800) 451-6027 ext. 2-3292 or (317) 232-3292, to dispose of chemicals. You can also call your local household hazardous waste center or solid waste management district. Never pour chemicals including paint and paint thinner down the drain.
- **Report spills.** All chemical spills, which threaten public water supply, need to be reported to the IDEM Spill Line, as legally required by the Indiana Spill Rule. For a chemical spill of any size, call the IDEM Emergency Response line at (888) 233-7745. If you are in doubt as to whether or not a spill needs to be reported, call the Emergency Response line. It is better to be advised your spill is not reportable than to be in violation. For more emergency response information, visit the IDEM Web site, at www.IN.gov/idem/programs/land/er/.

